From the Director’s Office

Aloha kākou,

To recognize the efforts of multiple principal investigators, similar to the old Form 5C, the myGRANT proposal development records are used to capture the percentage of Research and Training Revolving Fund (RTRF) allocation and percentage of effort among key personnel on projects that have more than one investigator. These fields are used to generate reports at the end of fiscal year for RTRF allocation. Once more, we ask our faculty and staff to be mindful when entering data into these fields. The RTRF allocation percentage distribution must be agreed upon among all parties. Please see more information in the article below.

As we have done in past years, ORS will remain operational at a minimum level during the winter professional development days (December 26, 29, and 30, 2014) to provide essential services and faculty support for proposal submissions. Please notify your assigned Contracts & Grants specialist if you plan to submit proposals during this time. See the article below on ORS’ winter professional development days schedule.

In this month's articles, we want to give the research community a heads up on the National Institutes of Health's (NIH) modified Biosketch format, and the importance of subaward terms and conditions.

Wishing you and your family a wonderful holiday season!

Mahalo!

Yaa-Yin Fong
Director
Update on the Modified National Institutes of Health's (NIH) Biosketch Format

NIH released another notice confirming that the National Institutes of Health (NIH) and Agency for Healthcare Research and Quality (AHRQ) will require use of a new Biosketch format in applications for research grants submitted for due dates on or after January 25, 2015. Between now and that time, applicants will have the choice of using the old or new Biosketch format.

Investigators and others have raised concerns about the NIH Biosketch as currently configured. Some feel that it does not allow applicants to fully describe the nature, significance or impact of their scientific accomplishments and capabilities. Input from the pilots over the last year suggests that the instructions for the new forms were clear and that a majority of the applicants and reviewers felt that the new format would be helpful in describing the past experience and qualifications of researchers. NIH believes that a modified Biosketch will offer reviewers a better picture of a researcher's accomplishments and capabilities, and that it will help illuminate the downstream effects of scientific discovery.

Changes in the New Biosketch

The new format is described on the SF424 (R&R) Applications and Electronic Submission Page (http://grants.nih.gov/grants/funding/424/index.htm).

Changes include:

- Page length: five (5) pages for the entire biosketch (in contrast to 2 or 4 pages in the traditional formats).
- New section C: Contributions supplants Selected Peer-Reviewed Publications. The new section C asks you to briefly describe up to five of your most significant contributions to science, along with the historical background that framed your research. Here, you can outline the central findings of prior work and the influence of those findings on your field. For each of these contributions, you will reference up to four relevant peer-reviewed publications or other non-publication research products, including audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware that are relevant to the described contribution.

You will also need to provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography.


For questions or more information, contact Emmitt Ford, Contracts and Grants Manager, Kaka‘ako Service Center, at emmitt@hawaii.edu or (808) 356-5764.
Reminder: Adherence to Subaward Terms and Conditions

As a reminder, terms and conditions (T&Cs) included in your subaward agreements must be followed by your subrecipients. While the initial intent of including certain T&Cs in the subaward may sound reasonable, if circumstances change and it is no longer deemed practical or necessary for the subrecipients to follow such T&Cs, modifications should be processed as soon as practicable.

During a recent audit, an issue related to the recording of liabilities on a deliverable-based subaward arose as a result of subaward requirements of receipt and approval of monthly reports. Upon further review, the subrecipient was providing reports only upon completion of each deliverable and not on a monthly basis. As such, reporting requirements of the subaward should have been either 1) adhered to; or 2) adjusted accordingly if this was not the intended arrangement with the subrecipient.

Noncompliance with subaward T&Cs could result in audit findings that could potentially have a negative impact on the university and our opportunities for receiving future funding.

Please contact your assigned ORS Specialist regarding any questions related to your subaward T&Cs (http://www.ors.hawaii.edu/index.php/ors-assignments).

The Office of Management and Budget's (OMB) New Uniform Guidance (UG): Procurement

Although the Office of Management and Budget's (OMB's) Uniform Guidance (UG) is intended to become effective as of December 26, 2014, it allows a grace period that defers the effective date of procurement requirements for one full fiscal year to July 1, 2016. The Research Corporation of the University of Hawaii (RCUH) has already updated their small purchase guidelines to be consistent with the uniform guidance, and RCUH small purchases have been adjusted from "less than $2,500" to "less than $3,000" ($2,000 for construction). The updated guidelines are posted on RCUH’s website. RCUH is also in the process of updating its Procurement and Disbursing policies. Please refer to the RCUH announcement posted on October 29, 2014 at http://www.rcuh.com/wps/portal/RCUH. The intent is to publish the updated RCUH Procurement and policies on February 1, 2015, with an effective date of March 1, 2015 for selected items. For all remaining items, RCUH will be electing to take advantage of the grace period, resulting in an effective date of July 1, 2016.

For UH procurement, effective as of July 1, 2016, sealed bids for extramural funds will be required for construction greater than $150,000 (currently $250,000) to meet the OMB UG requirement. Otherwise, there will be no changes.

Should you have any questions, please contact Dawn Kim, Compliance Manager at dawnkim@hawaii.edu or (808) 956-0396.
The Importance of Correct Recording of the Fiscal and Administrative (F & A) Split in a myGRANT Proposal Development Document

The Research and Training Revolving Fund (RTRF) contains the overhead returns the university collects based on UH negotiated federal Facility & Administrative rates charged to the extramural awards.

The RTRF allocation is based on the agreed upon RTRF allocation percentage split among multiple principal investigators (PIs), co-PIs, and key personnel provided in the myGRANT proposal development document. The RTRF Allocation Percentage is located in the Combined Credit Split area on the Key Personnel tab in the myGRANT proposal development document. At the end of each fiscal year, ORS takes a snapshot of this field and uses the percentage distribution recorded at the time to allocate the RTRF to the appropriate units associated with the personnel. It is important to ensure that you agree with your collaborators as to the percentages recorded in the proposal development document as it does have RTRF allocations significance at the end of each fiscal year.

Instructions on completing the RTRF Allocation Percentage:

Enter the agreed upon percentages by person. The percentages must total to 100.
For each person, based on a total of 100%, allocate the credit given to each of their units.

Note: For personnel that do not have a default unit or want to give credit to different one, units can be added in the Unit Details area under the person’s name.

Key People are not included in the credit split by default. To include a Key Person, click on the button “show unit details” in the Unit Details area under the person’s name.

For questions or more information, contact ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.
ORS Hours for Professional Development Days, December 2014

As in previous years, ORS will be open with limited hours and minimal staff during the Professional Development Days of December 26, 29, and 30, 2014 to perform essential functions. ORS will be closed on December 31, 2014. Hours will be as follows:

ORS Helpline (808-956-5198)        7:30 am – 4:00 pm
Mānoa Service Center                    7:45 am – 4:30 pm
Kaka’ako Service Center                8:00 am – 5:00 pm
Hilo Service Center                   8:00 am – 5:00 pm

The following ORS sections will be completely closed during all Professional Development Days: Project Financial Services, Project Fiscal Accounting, Compliance, Cost Studies, Maui Service Center, and West O‘ahu Service Center. Please plan accordingly and thank you in advance for your cooperation.


ORS Helpline Frequently Asked Questions

What steps should a PI take before submitting a document for workflow approval in myGRANT?

A data validation check should be performed to see if there are any errors or omissions that will prevent the document from being submitted. On the Proposal Actions tab of a proposal development document, the first sub-tab is Data Validation. Click "show", then "turn on validation". If there are any errors in the document, they will appear under the heading "Validation Errors". If this is a system-to-system submission, there may also be errors listed under the heading "Grants.gov Errors".

By clicking "show" next to the error, you will be able to view details for the error. On the far right side of the row, there will be a "fix" button. Clicking this button will take you to the location of the error.

The principal investigator or aggregator may ask for an ORS Specialist to assist with reviewing the proposal before it is routed through the workflow approval process. To locate the specialist assigned to your school or unit, please refer to the ORS Contracts & Grants Specialist Assignments page located at [http://www.ors.hawaii.edu/index.php/ors-assignments](http://www.ors.hawaii.edu/index.php/ors-assignments). This will minimize the possibility of a proposal being returned after it has entered the workflow process. When a proposal is returned for changes, it must be re-routed through the entire approval workflow.

(Continued on next page)
ORS Helpline Frequently Asked Questions (FAQs) (continued)

How do I know if my proposal is eligible for system to system (S2S) submission in myGRANT?

You can check to see if a Grants.gov opportunity is eligible for system to system (S2S) submission by logging in to myGRANT, creating a proposal development record, and selecting the opportunity in the “Grants.gov” tab. If you are able to select the opportunity and all forms are available under the Forms section, the opportunity is eligible for S2S submission. You will need either the Funding Opportunity Number or CFDA number to search for Grants.gov opportunities in myGRANT. Please also note that detailed budget is required when submitting S2S proposals through myGRANT.

Do you have a Question or Comment for ORS?

Please feel free to contact us at the ORS Helpline:

Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198